

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible supervisory positions in the fire suppression division. Employees of this class are responsible for supervising all employees on an assigned shift, coordinating work schedules and daily activity to see that all stations are manned, for the training of subordinate personnel, and for administrative duties related to the assigned shift. The employee of this class works to insure that notes and regulations are being followed and that district policy is being carried out. The district fire chief also controls fire ground operations until relieved by a superior officer. Employees of this class work with a high degree of independence, receiving general instruction only from the Chief or Deputy Fire Chief. This class ranks immediately below that of Chief or Deputy Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervise all department employees on an assigned tour of duty; relay information between superiors and subordinates; issue orders or assign work for the day; visit each station to collect reports and information and to issue or transmit orders; transfer personnel from one station or post to another to make certain that all fire fighting posts are manned; prepare work schedules; investigate employee complaints and take appropriate action; write employee evaluation reports; recommend discipline to department head; provide for repair and upkeep of stations;

Fill out records and keep logs such as personnel records, records of the operation of fire vehicles, and response log; write reports such as fuel reports, supply requests, hose reports, fire incident reports, etc.;

Formally train personnel by conducting training in the classroom, drills, and evolutions; participate in post-fire sessions to discuss what had been done and what could have been done better;

Answer fire alarm calls from dispatcher and record all necessary information; operate communications equipment at fire scene;

Assume command of fire scene operations and direct all fire

fighting and rescue operations unless relieved by the chief or assistant chief, making decisions on matters such as the need for ventilation, the proper stream, hose size, g.p.m., nozzle, the need

for additional manpower; don and operate portable breathing equipment to locate seat of fire; identify, remove, or protect hazardous materials; supervise overhaul after fire;

Look for report, protect, and preserve any evidence of arson; and determine suspected cause and origin;

Serves as department representative to the news media, releasing information and answering questions fire responses;

Gives lectures and talks on Fire Department topics to schools and civic groups;

Perform service test on hose to test for rated capacity; perform preservice tests on all new pumpers;

Respond to rescue calls not related to fire fighting duties;

Perform related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise stated, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess and maintain a valid Louisiana driver's license.

Must be a regular and permanent employee in the class of Fire Captain with at least two years, after confirmation, prior to the closing date of applications.

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